

7 JAN 1987

MEMORANDUM FOR: Chairman, E Career Service

THROUGH : Director of Training & Education
Director of Personnel

FROM : Deputy General Counsel

SUBJECT : OGC Legal Secretarial Training

1. As you know, the Office of General Counsel has been conducting a comprehensive and successful Legal Secretarial Training Program. We designed the Program and contracted The Katharine Gibbs School to teach the selected subject matter. Each of the five segments consists of at least 20 class hours and homework that is necessary outside the classroom setting. Each segment is then followed by a thorough, rigorous, and graded final examination. All total, the Program will be conducted each week over an 18-month period and will result in Katharine Gibbs, an institution accredited to teach this subject matter, issuing a certificate to each legal secretary who successfully completes the program. We are of the view that this specifically tailored endeavor will have equipped our secretaries with the legal secretarial skills that are critically important for our practice.

2. We have been working with the appropriate staffs in the Offices of Personnel and Training and Education to integrate our Program with that being developed for the general secretarial population. Given the intensity and breadth of our Program, we did not think it necessary for our legal secretaries to have to complete all the requirements of the general program. We have agreed with those two offices to add to our Program the required course work from the general program as listed in the attachment, and we seek your approval, as Chairman of the E Career Service, to make these substitutions for our legal secretaries. Your approval of this proposal will insure that our secretaries will not be penalized

during the upcoming evaluation period, but will be recognized for their significant efforts to complete this separate and directly applicable Program.

STAT

Attachment

STAT
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cc: PMCD
 OTE

CONCUR:

STAT

Director of Personnel

Date

Director of Training & Education

20 JAN 1987

Date

APPROVED:

Chairman, E Career Service

Date

LEVEL I

OTE REQUIRED

Agency Orientation & Office
Procedures (Five full days)

Correspondence Workshop
(Two full days)

Word Processing
(Three full days)

Time Management
(One full day)

Proofreading
(Four full days)

Advancement to Level II: Completion of required Level I
courses and two years Agency secretarial experience.
(Time-in-level guidelines may be waived.)

OGC PARTICIPATION

OGC participates in OTE
Program

OGC Program meets
requirement - (Written
Communication)

OGC participates in OTE
Program

OGC Program meets
requirement (Human
Relations, Ethics,
& Judgment)

OGC Program meets
requirement
(Proofreading)

LEVEL II

OTE REQUIRED:

Career Management Workshop
(Two full days)

Essentials of Writing
(Five full days)

Stress Management
(One full day)

Professional ^{from the office} Office Protocol
(One full day)

Employee Development Course
(Four full days)

OGC PARTICIPATION:

OGC to participate in OTE
Program

OGC Program meets
requirement (Written
Communication)

OGC Program meets
requirement (Human
Relations, Ethics,
& Judgment)

OGC Program meets
requirement (Legal
Secretarial Procedures)

OGC to Participate in OTE
Program

LEVEL II CONTINUED

20 hours additional study

OGC Program meets
requirement

Advancement to Level III: Completion of Level II training and normally three years experience at Level II. (Time-in-level guidelines may be waived.)

LEVEL III

OTE REQUIREDOGC PARTICIPATION

Effective Oral Presentation
(Four full days)

OGC to participate in OTE
Program

Getting Your Ideas Across
(~~Two~~ full days)
One

OGC Program meets
requirement (Human
Relations, Ethics,
& Judgment)

Women in Work Force
(Three full days)

OGC to participate in OTE
Program

Management Skills for Secretaries
(Three full days)

OGC to participate in OTE
Program

Supervisory Skills for Secretaries
(~~Five~~ full days)
Three

OGC to participate in OTE
Program

120 hours additional study

OGC Program meets
requirements

Advancement to Level IV: Completion of Level III training requirements, Agency-qualified shorthand, and five years' Agency secretarial experience. (Time-in-level guidelines may be waived.)

LEVEL IV

No required courses

OTE recommends ~~Management Development~~, Briefing Techniques,
Intelligence Issues and Midcareer Course.